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ABSTRACT

This guide is intended to help adult basic education (ABE) teachers teach their students to understand instructions in their daily lives. The 25 learning activities included all develop students' skills in the area of following directions by using basic situations drawn from everyday life. The following activities are included: sequencing pictures (pictures of the steps involved in wallpapering a room and putting up a TV aerial); matching instructions to pictures (washing one's hair); understanding instructions from signs and signals; sequencing written instructions (cooking savory rice and using a packet of cake mix); understanding flowcharts (how to boil an egg and make a cup of tea); following directions; understanding instructions and diagrams (wiring a plug); understanding instructions (when sowing seeds, using a gas station, putting up a shelf, and tiling a wall); understanding instructions on packages and goods; remembering instructions; following a knitting pattern; understanding holiday brochures; and writing instructions (including instructions for a Spanish omelette). (MN)

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Understanding Instructions

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Introduction

The aim of this book is to enable students to understand instructions in their daily lives. It begins by simple sequencing of pictures and takes the student progressively through the skills needed to deal with the more complex aspects of following detailed written information. A variety of situations have been included ranging from those in the home circumstances to those the student is likely to encounter outside the home.

In order to use the material with your student you will need to photocopy some of the pages. You have our permission to do so. The units of measurement used in the book are imperial, but they are convertible to metric. Many of the pages lend themselves to extension exercises for example the 'Following Directions' tasks and may be adapted for students at a higher level.

It is hoped that the book may be used as a starting point so that students may become confident in following instructions in everyday situations.

The material in this book was compiled by Val Milburn
Deputy Co-ordinator for Adult Literacy and Basic Education
Leeds City Council.
Illustrations and design by Stephanie Telford.

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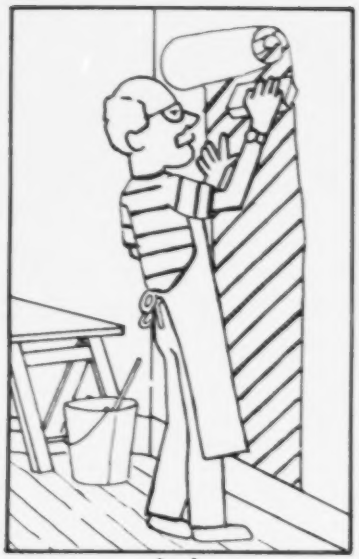
Wallpapering a room.

Look at the pictures underneath.



(a)

(b)

(c)

The order is wrong.

Put the pictures into the right order.

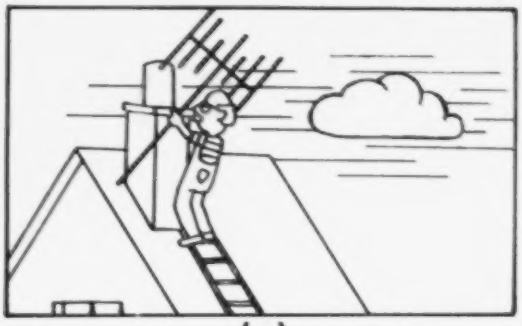
Which picture comes first?

Which picture comes next?

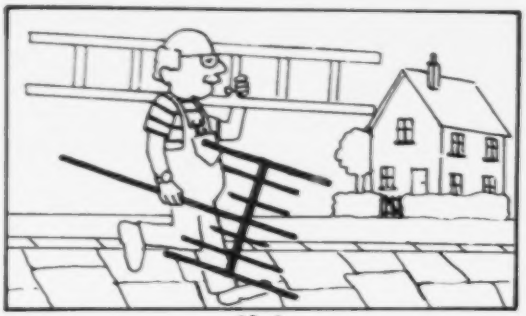
Which picture comes last?

Putting up a T.V. Aerial.

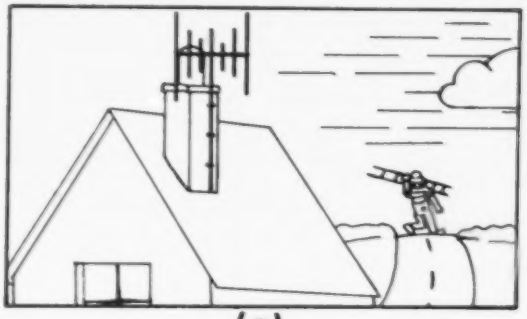
Look at the pictures underneath.



(a)



(b)



(c)

The order is wrong.

Put the pictures into the right order.

Which picture comes first?

Which picture comes next?

Which picture comes last?

Can you describe how you would put up a T.V. aerial?

Washing your hair.

Here are five instructions on how to wash your hair. They are in the wrong order. Match the instructions to the pictures opposite. The first one is done for you.

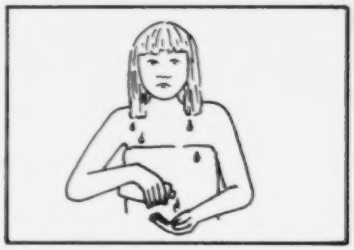
Repeat

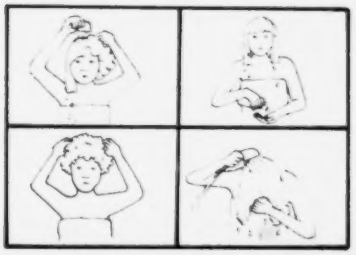
Rinse

Wet Hair

Lather

Apply Shampoo

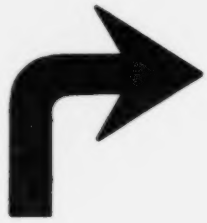




Instructions from signs

We use many instructions in our everyday lives.

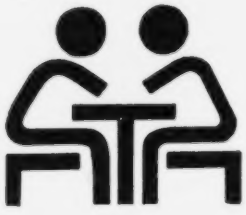
Instructions can be in picture form. These are called **signs.**



RIGHT

Signs give directions

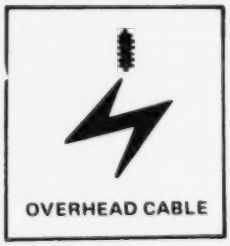
Signs give orders



LEGAL
AID
SYMBOL

Signs tell us where to find services, help or information:

Signs give warnings



Signs are short cuts.
They make life easier.
They have no words or very few.

Signs give simple instructions.

Match the signs

The first one is done for you:

Poison.....c

Exit.....

Pay phone.....

No Smoking.....

Male.....

Tourist Information.....

No Entry.....

Disabled.....

Use a warm iron.....

Help with reading and writing.....

British Rail.....

British Standard Kitemark.....

Female.....

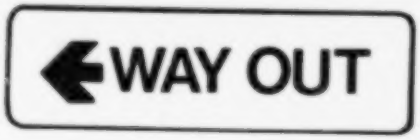
School - Children Crossing .....

Hospital.....

Match the signs

a

c



e

d

b

g

f

h

i

j

k

o

m

l

n

A Pelican Crossing

At a Pelican Crossing, traffic is controlled by traffic lights.

Signals tell us when to cross the road.
A signal is a message made up of signs.
Signals give us information.

Wait

The red man signal shows 'don't cross.'
Red means danger.
Press the button on the box and wait.

Cross with care

The traffic lights soon change.
A green man signal now shows.
Cross with care.

Do not start to cross

The green man signal starts to flash.
The traffic lights change again.
Do not start to cross the road.

What do the signals tell us?

Understanding instructions from signs and signals

Without looking back -
How much do you remember?

1. What do the signs tell us?

   Signs give directions.
   Signs give _____
   Signs tell us where to find services, _____
   or information.
   Signs give _____.
   Signs give simple _____.

2. What do these signs tell us?

3. Help someone to cross the road at a Pelican Crossing.
   Write out your own simple instructions.

Using a Pay Phone

Here are seven instructions for making a call from a pay phone. They are in the wrong order.

Now say 'hello'

Dial the number

Listen for the pips

Wait for it to ring

Have the telephone number and money ready

Put in your money

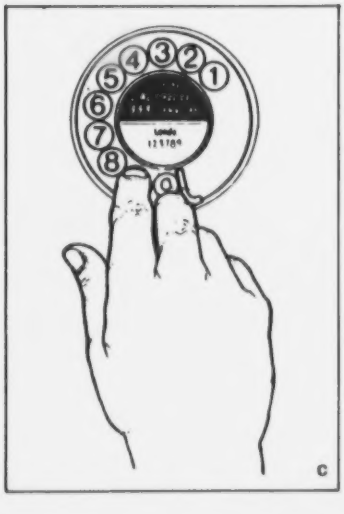
Listen for the dialling tone.

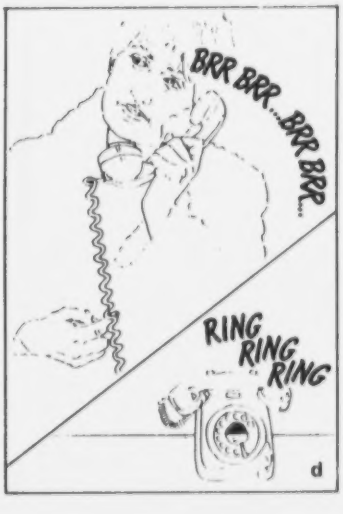
* Look at the pictures on the opposite page.

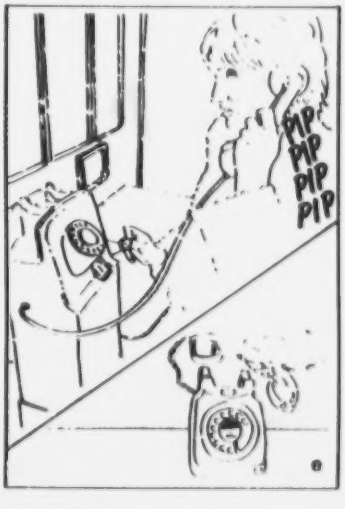
Write the instructions out in the correct order to match the pictures.

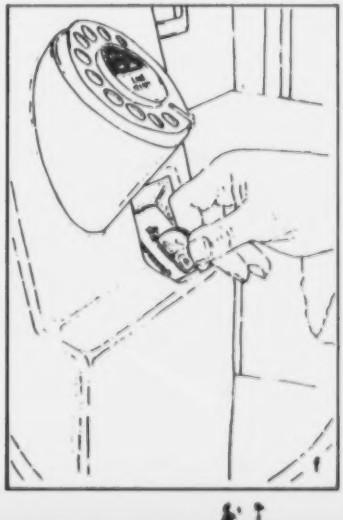
* Now write your own instructions for making an emergency call.

Using a Pay Phone







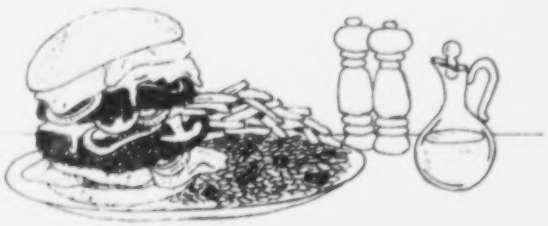


Sequencing written instructions.

The following sets of instructions are in the wrong order.

Write out the stages in the correct order.

Cooking Savoury Rice

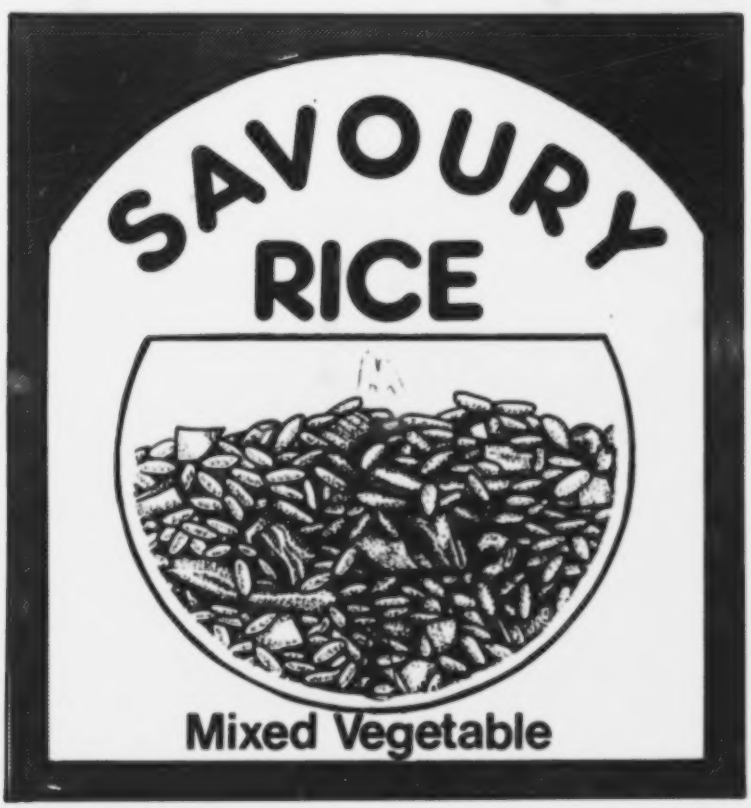


Bring to boil.

Empty the contents into a small saucepan.

Simmer gently for 20 minutes or until the rice has absorbed the water.

Add $^{1}/_{2}$ pint of cold water.



Using a packet of cake mix.

Share the mixture between the tins.

Bake in the centre of the oven for 15 minutes.

Grease and flour two seven inch cake tins.

Preheat the oven to 400°f (200°c) or gas Mark 6.

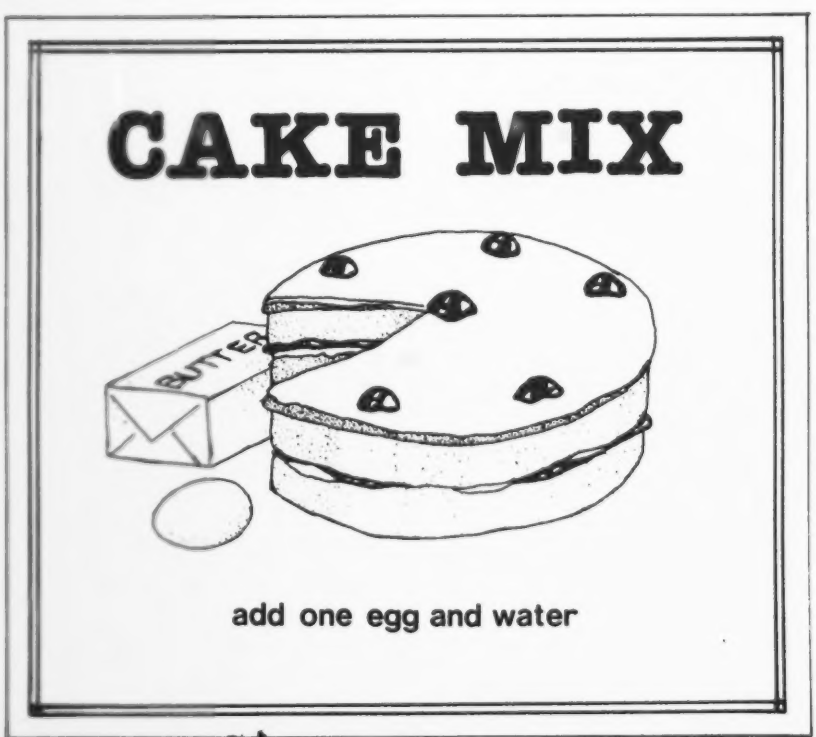
When cool sandwich together with filling mix.

Remove from oven and turn out to cool.

Empty cake mix into a bowl, add one egg and four tablespoons of water.

Beat until thick and creamy.

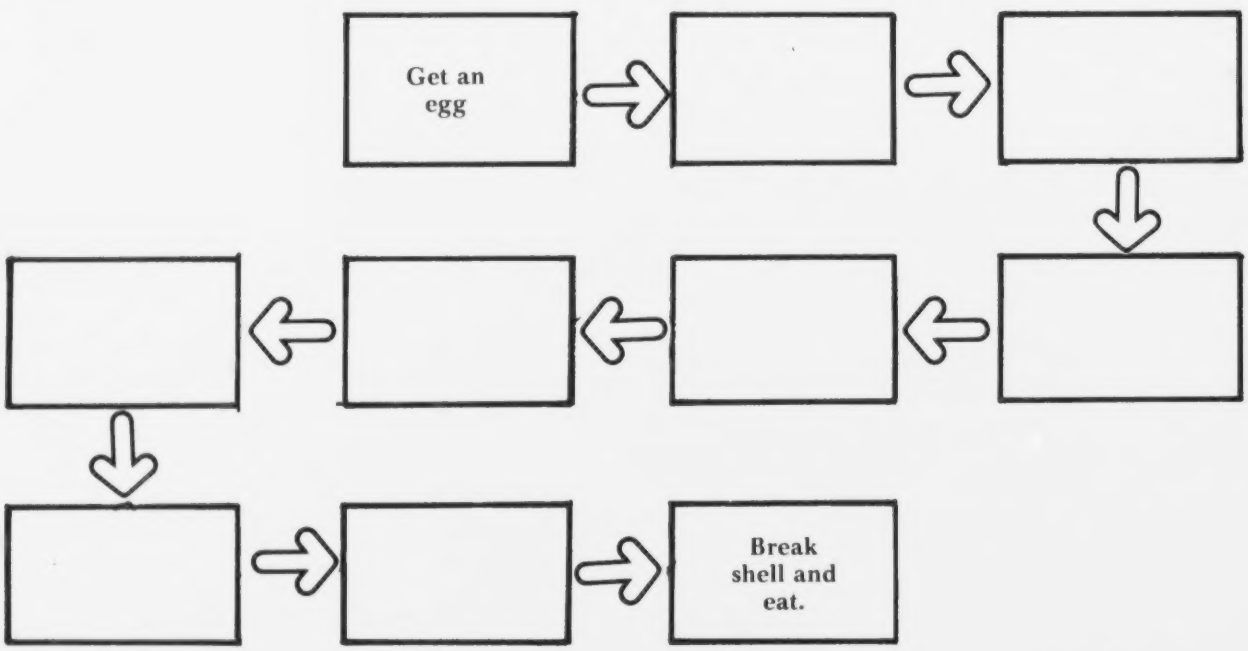
Add a further three tablespoons of water and beat until smooth.



A flow chart helps to put **information** into a **sequence**. It is a way of remembering the stages of a **process** as it helps to build up a picture in your mind.

How to boil an egg

Here are the ten stages in making a boiled egg. Underneath are ten sentences which go with them. Prepare a flow chart and fit in the instructions in the correct order.



Take the egg out of the pan.

Put the egg in a pan.

Break shell and eat.

Fill the pan with enough water to cover the egg.

Boil the egg for 3 minutes.

Turn off the heat.

Put the pan on to the cooker and turn on.

Bring the water to the boil.

Get an egg

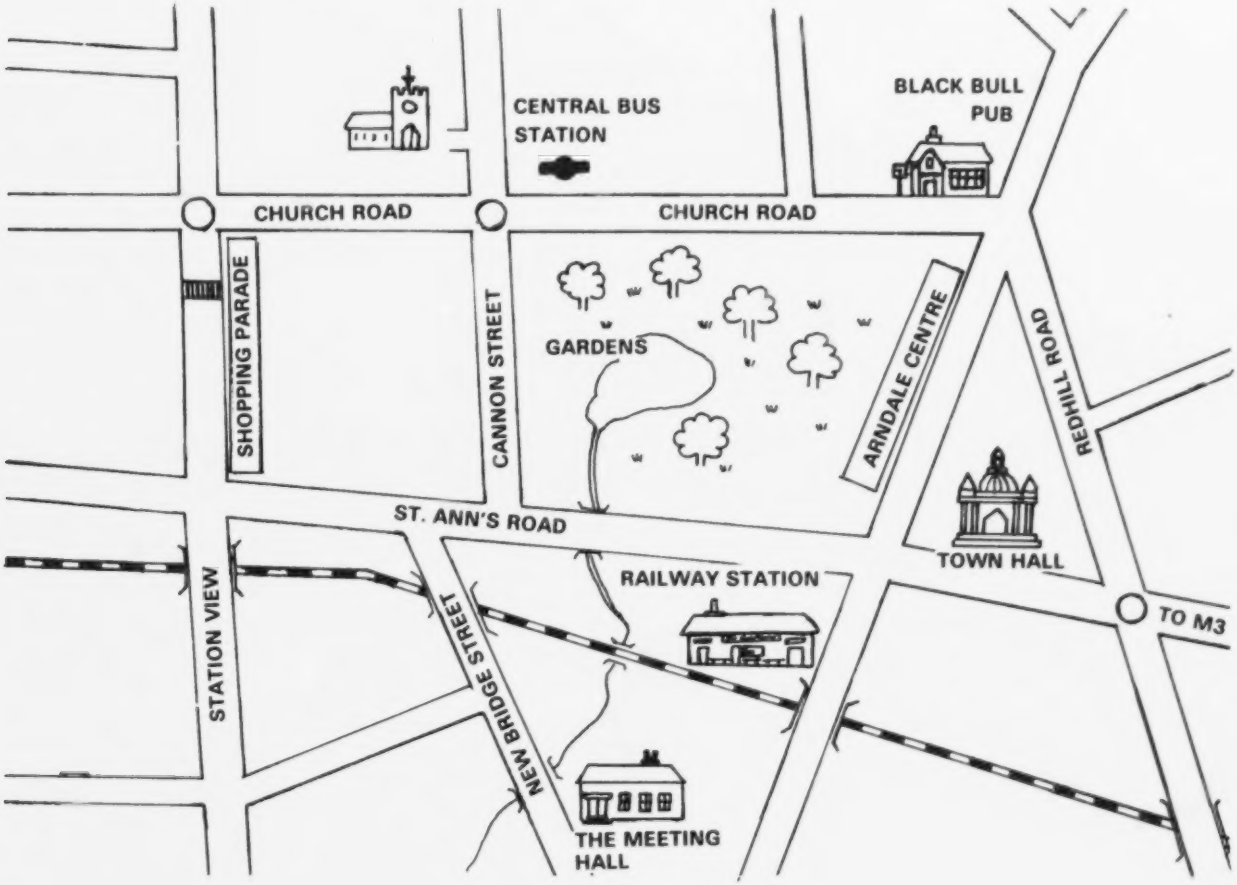
Put the egg in an egg cup.

How to make a cup of tea

Write your own instructions for how to make a cup of tea.
Put them into the flow chart below.

Write out your own instructions for making a slice of toast.

Prepare a flow chart and fit the instructions in.



If you were going from the Black Bull Pub to the Meeting Hall the following directions would be useful to you.

Go straight along Church Road to the first roundabout. Then go left down Cannon Street to the T junction. Turn right along St. Ann's Road then first left down New Bridge Street. The Meeting Hall is on the left hand side.

* Now write out another set of directions for a different route to the Meeting Hall.

* Draw out your planned route.

At the Railway Station a family ask the way to the Central Bus Station. Describe the most direct route they should follow.

Write directions from your home to:

a) The nearest phone box.

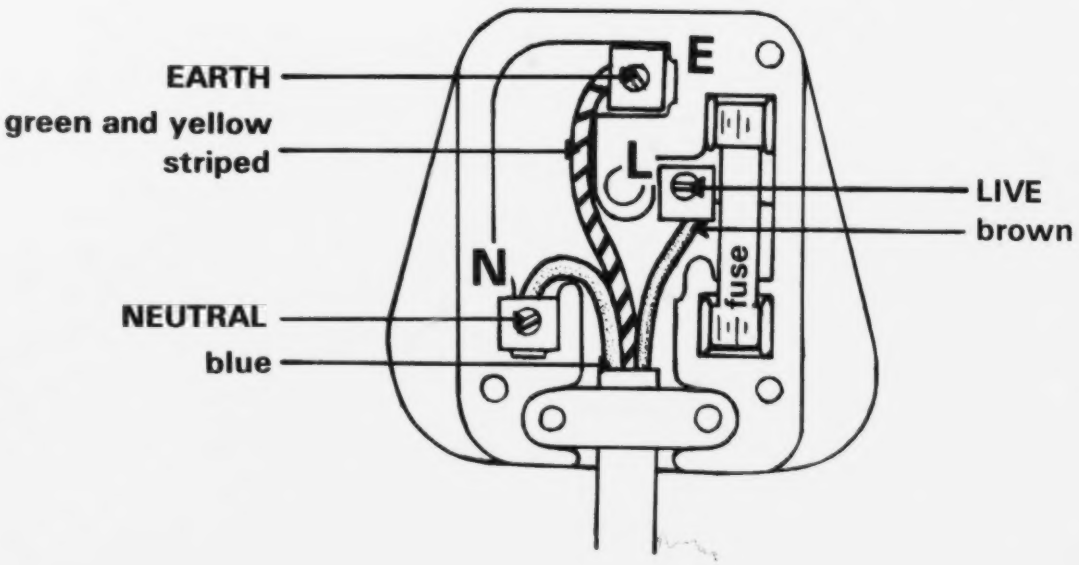
b) The nearest bus stop.

c) A supermarket.

d) A shop that keeps late opening hours.

e) The nearest pillar box.

Wiring a plug



inside plug

Instructions

WARNING - THIS APPLIANCE MUST BE EARTHED
IMPORTANT. The wires in the mains lead fitted to this appliance are coloured in accordance with the following code:

Green and yellow	-Earth
Blue	-Neutral
Brown	-Live

The wire which is coloured green and yellow must be connected to the terminal in the plug which is marked with the letter E.

The wire which is coloured brown must be connected to the terminal which is marked with the letter L.

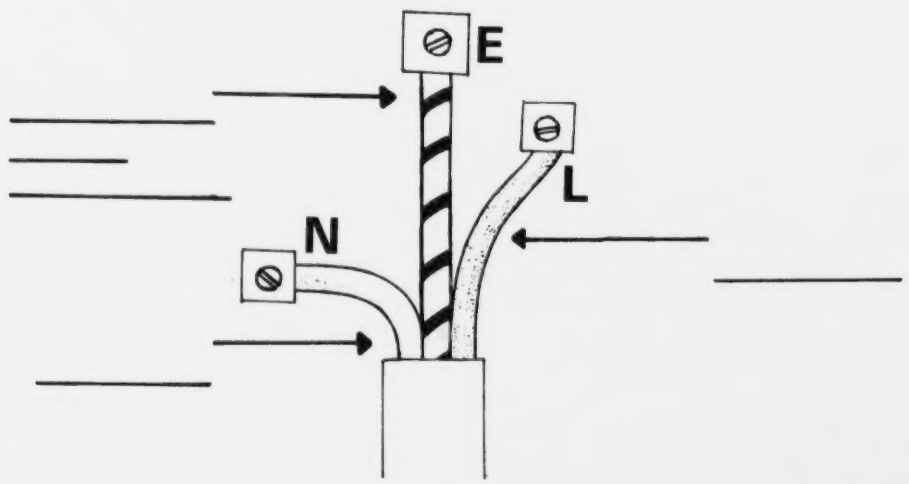
The wire which is coloured blue must be connected to the terminal which is marked with the letter N.

If a B.S. 1363 (square pinned) plug is fitted to the lead, the fuse should be no more than 3 amps rating.

Wiring a plug

Look at the diagram below. It shows which wires connect to the neutral, earth and live terminals.

Write the correct colours by the **E**, **N** and **L** terminals.



Put in the missing colours.

The _ _ _ _ wire connects to the neutral terminal.
The _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ wire connects to the earth terminal.
The _ _ _ _ _ wire connects to the live terminal.

Writing your own instructions.

You have bought a new iron and need to put a plug on it. Write out your own simple instructions for wiring a plug.

Sowing seeds

cornflower

MIXED
Hardy Annual Height 2 to 3 feet

This variety is unrivalled both for the border and for cutting, very free flowering.

TIME TO SOW: In August and September for spring flowering and from March until June for summer flowering.

HOW TO SOW: Thinly 1/8 inch deep where the plants are to flower.

THIN OUT: Autumn sown plants to 1 1/2 feet apart and spring sown plants to 1 foot apart.

SOIL AND POSITION: ordinary garden soil in an open and sunny position.

FLOWERING PERIOD: April to June from autumn sowings and July to September from spring sowings.

Tick the correct answer

1. Cornflowers grow to a height of:
   a) 6 feet
   b) 4 feet
   c) 2 to 3 feet
   d) 1 foot

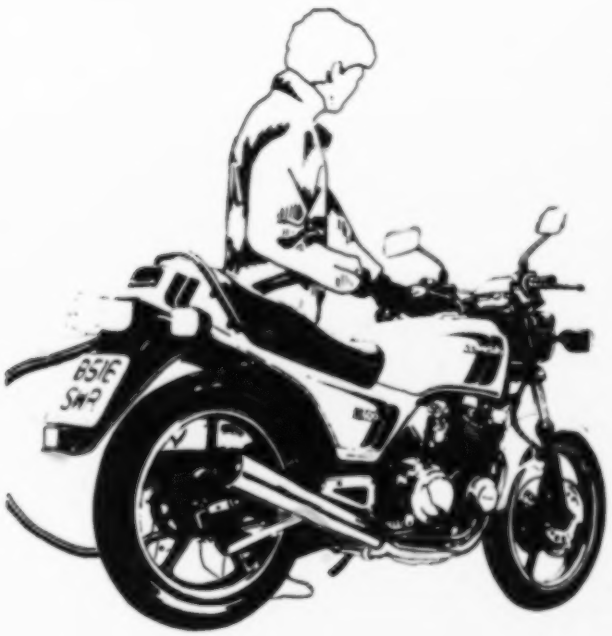
2. For spring flowering, the seeds should be sown in:
   a) January
   b) December
   c) May
   d) August and September

3. The seeds should be sown:
   a) 1/4 inch deep
   b) 8 inches deep
   c) 1/8 inch deep
   d) 1 inch deep

4. Cornflower seeds grow best in:
   a) Ordinary garden soil
   b) Peat
   c) Sand
   d) Window boxes

5. Cornflower seeds prefer:
   a) Shade
   b) Rain
   c) Sun
   d) Showers

Petrol Station



Esso TEXACO BP Shell FINA Mobil Gulf

How to serve yourself

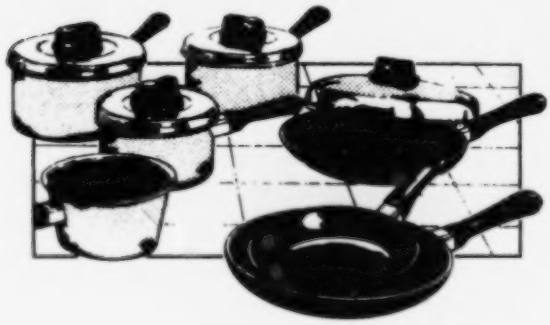
Choose from the words below to complete the instructions:

HOW _ _ SERVE YOURSELF

_ _ SMOKING

1. Select grade _ _ pressing _ _ _ _ _ _ required.
2. Remove nozzle _ _ _ _ holster which operates flow automatically.
3. Place nozzle in _ _ _ tank and fill _ _ required.
4. _ _ _ _ _ _ _ nozzle in holster.
5. Check indication.
6. _ _ _ cashier.

no	replace	by	button	from	to	the	pay	as



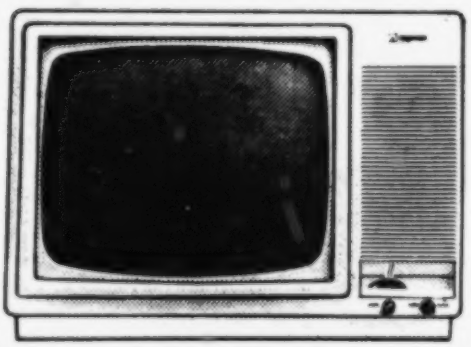
INSTRUCTIONS FOR CARE AND USE OF YOUR NON-STICK PAN

1. Wash in hot soapy water after use.
2. Never use a metal scourer or abrasives.
3. Do not immerse in cold water when hot.
4. Best cooking results obtained at medium heat settings.
5. Lightly grease before using.

Packet of Chicken Soup

Directions

1. Empty contents into saucepan.
2. Add 1½ pints of cold water
3. Bring to the boil stirring constantly.
4. Reduce heat, partially cover pan, simmer gently for 10 minutes.



CONTROL SETTINGS ON YOUR PORTABLE T.V.

1. **On-off, volume**
Pull volume knob to turn receiver on.
Turn clockwise to increase sound volume.
To switch receiver off, push the knob.
2. **Brightness contol**
Turn clockwise to increase brightness.
3. **Contrast control**
Turn clockwise to increase contrast between light and dark picture areas.

Brightness and Contrast controls should be adjusted in conjunction with each other to obtain optimum picture quality.

SOOTHING HEALING

Germokill

ANTISEPTIC OINTMENT

Germokill combines safe and highly effective antiseptics with soothing and protective agents. The Ointment is ideal for all everyday wounds and skin troubles. It soothes at a touch, destroys harmful skin germs and guards against further infection and inflammation

DIRECTIONS

Cuts, grazes etc:	Sore, rough skin, washday
Clean the wound and	hands, sunburn, etc.:
apply direct or on a	Apply direct and rub in
dressing.	gently.
Minor burns, scalds,	Nappy rash:
blisters:	Wash and dry gently, then
Apply liberally, cover	smooth on Germokill.
with a light bandage.	Finish with dusting powder.

For external use only.
Replace cap firmly after use.

KEEP OUT OF THE REACH OF CHILDREN

Read all the instructions carefully, then answer the questions on the page opposite.

Non-Stick Pan

Describe how you would care for a non-stick pan.

Chicken Soup

a) How much water would you need for two packets of soup?

b) Can you think of other words for:

partially **simmer** **constantly**

Germokill

Copy and complete the table.

Wound etc.	Treatment
a) Rough skin, sunburn	
b) Cuts, grazes etc.	
c) Nappy rash	
d) Burns and scalds	

Portable T.V.

Tick T or F to make the statements True or False.

1. How do you turn down the sound?
   (a) Turn the volume knob clockwise. T/F
   (b) Turn the volume knob anti-clockwise. T/F
   (c) Pull the volume knob. T/F

2. How do you get the best picture?
   (a) Use the brightness control only. T/F
   (b) Use the contrast control only. T/F
   (c) Use the brightness and contrast knobs together until the picture looks right. T/F

Read this page
they're simple rules
but important!

Get
yourself prepared!

First, sit down and relax!

a) Read the instructions quickly to get the general idea of what you will be doing.

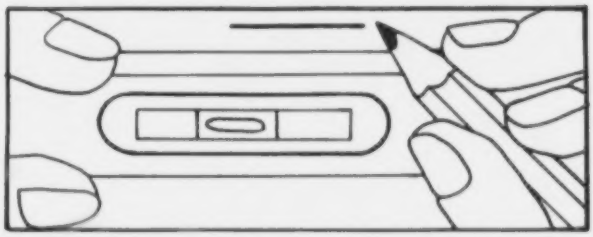
b) Read through again very carefully checking all the details.

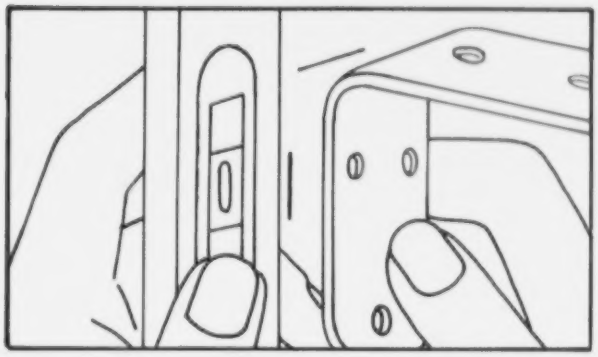
c) Read through once more before you begin to make sure you understand everything.

Now let's
begin!

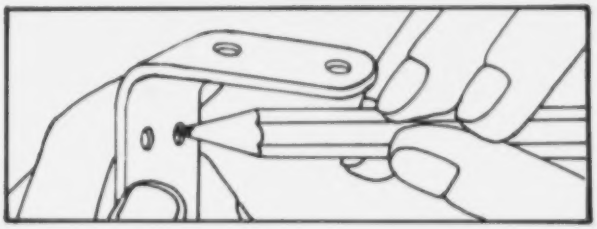
Putting up a shelf

1. With a pencil mark where the shelf is to be fixed.
   Use a spirit level to make sure the line is level.

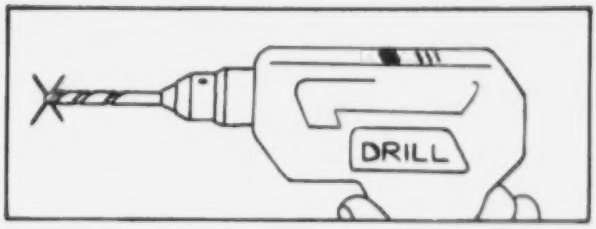




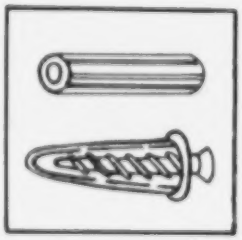
2. Mark where the bracket is to be fixed.
   Use a spirit level to make sure the bracket is straight.

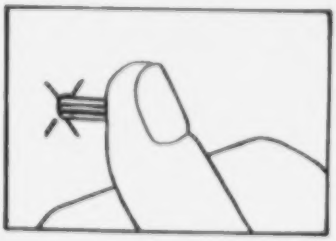


3. Mark where the screws will go.

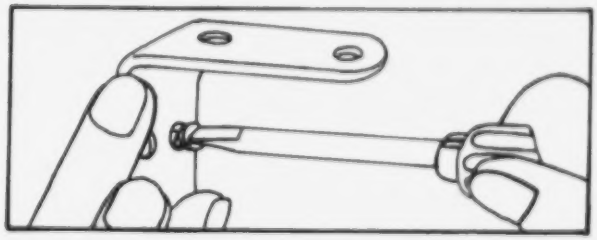


4. Start the holes with an awl and drill holes.





5. Fit wall plugs to help the screws grip.



6. Fix the screws.

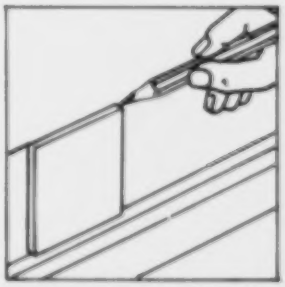
a. Make a list of the materials you would need before you put up a shelf.

b. What might you do before you put it up?

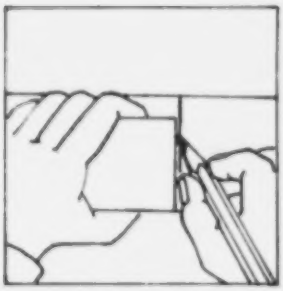
Tiling a wall

Materials:

You will need: 1. Spirit level. 2. Pincers. 3. Tile-cutter. 4. Sponge. 5. Adhesive spreader. 6. Plumb line. 7. Wood lath. 8. Hammer. 9. Mixing bowl. 10. Adhesive. 11. Tiles. 12. Grouting powder. 13. Sanding Block

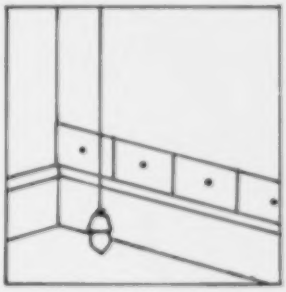


1. Wall surface must be flat and free from grease. Measure one tile up from the lowest part of the floor or skirting board.

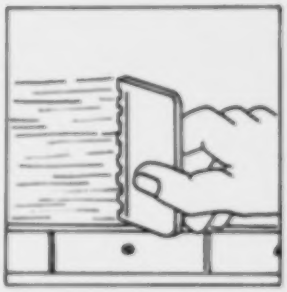


2. Use a lath with a straight edge. Pencil off the tile units (including any spacer lugs).

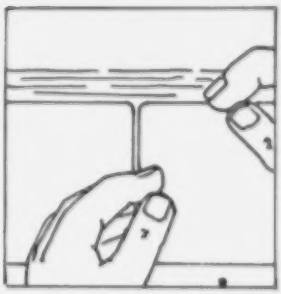
3. Using spirit level nail the marked lath to the wall at the marked height.



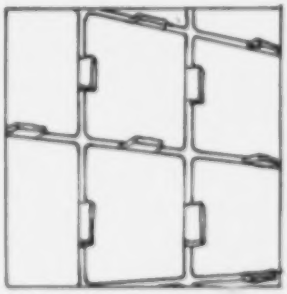
4. Decide on a good place to start. Plumb a vertical line and mark with pencil on the wall.



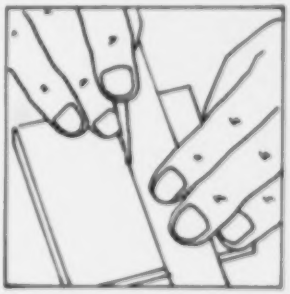
5. Spread the adhesive with a combing action. Use enough for about two tiles high.



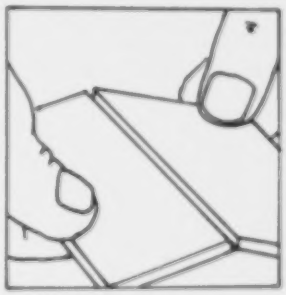
6.



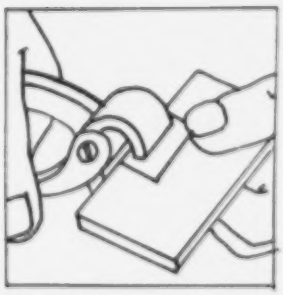
7. Built in spacer lugs keep tiles even. If you have no spacer lugs put pieces of card between each tile.



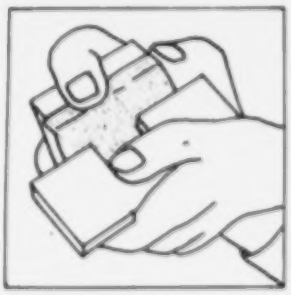
8. Part of a tile for corners can be cut by scoring the glazed surface with a tile cutter.



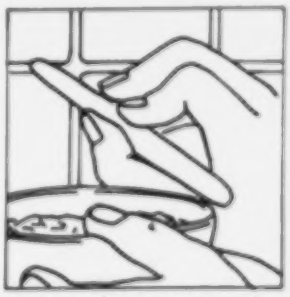
9.



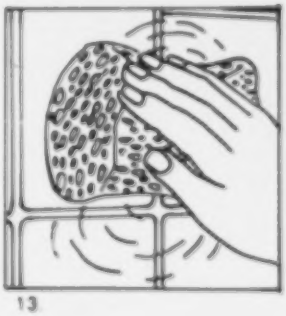
10. To tile round pipes or other projections, nibble out the shape with a pair of pliers.



11.



12. Leave finished tiling for about twelve hours. Then mix grout, rub well into the joints and press the mixture between tiles with a rounded stick.

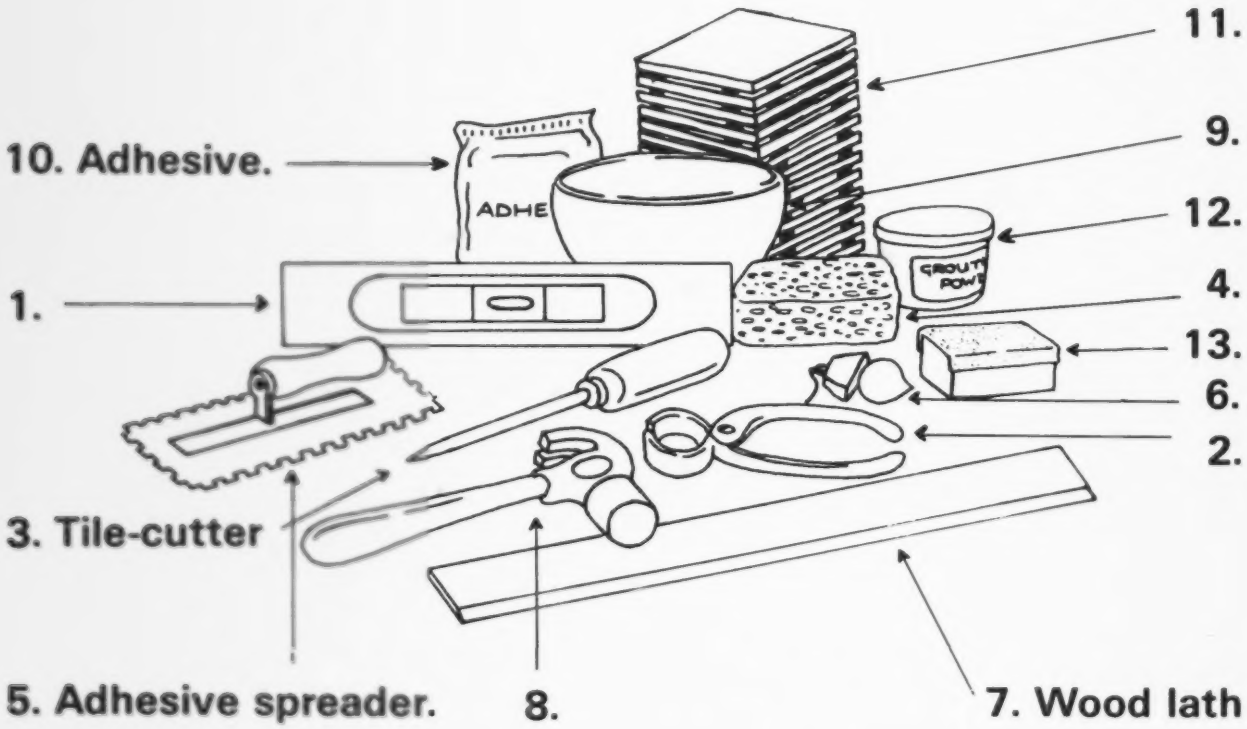


13.

Tiling a wall

1. Read the instructions on the page opposite.
   There are thirteen stages. The instructions for stages 6, 9, 11 and 13 have been missed out. Write your own instructions for these stages.

2. Label the materials below.
   Numbers 3, 5, 7 and 10 have been done for you.



3. Describe how you would tile around a pipe.

An idea for a Leeds United Supporters Scarf

Materials: Double knitting yarn: 4 balls Ground shade = white, 2 balls 1st Contrast = blue, 2 balls 2nd Contrast = yellow.
One pair No. 8 knitting needles.

Measurements: Width 8 ins. Length, 48 ins. (approx.)
Tension: 5 1/2 sts. and 7 1/2 rows to one square inch measured over stocking stitch.
Using Ground shade, cast on 57 sts.
1st row -K2, *P.1, K.1, rep. from * to last st., K.1.
2nd row -*K.1,P.1, rep. from * to last st., K.1.
3rd to 6th row -Rep. 1st and 2nd rows twice more.
7th and 8th rows -Using 1st Contrast, as 1st and 2nd.
9th and 10th rows -Using Ground shade, as 1st and 2nd.
11th to 16th row -Using 2nd Contrast, rep. 1st and 2nd rows 3 times
17th and 18th rows -As 9th and 10th.
19th and 20th rows -As 7th and 8th.
21st to 25th row -Using Ground shade, as 1st and 2nd rows twice, then 1st row once.
26th row -Using Ground shade, *K.1, P.1. rep. from * to last st., K.1.
These 26 rows form the pattern. Rep. 1st to 26th row 13 times more. Cast off in rib. Using 1st and 2nd Contrasts alternately fringe ends if desired.

Read through the pattern carefully, then answer the questions:

1. Which is the main colour yarn you are recommended to use?
2. Which part of the scarf is optional?
3. How many rows form the pattern?
4. All knitting patterns have abbreviations. Sometimes they can be confusing. Complete this table of abbreviations used in the pattern:

k. =	knit
p. =	_____
=	approximately
sts. =	_____
__ =	repeat
__ =	inches
No. =	_____

Understanding holiday brochures

A. Hotel Club Beach

Situated on beach, 2 miles from city centre. Rooms with bath, balcony and splendid view. Restaurant, bar and television room. 60 rooms.

B. Hotel Europa

200 luxury rooms and suites with bath, air-conditioning, radio, telephone and private balcony. Large restaurant, swimming pool and nightclub. Tennis court and golf nearby. 100 yards from beach.

	A. Hotel Club Beach				B. Hotel Europa			
Length of holiday	7 nights		14 nights		7 nights		14 nights	
	Adult	Child*	Adult	Child*	Adult	Child*	Adult	Child
20 Apr-10 May	£80	£55	£160	£60	£110	£62	£195	£80
1 Apr-19 Apr 11 May-24 May 29 Sep-1 Nov	£84	£58	£168	£63	£115	£65	£203	£85
1 Jun-21 Jun 21 Sep-28 Sep	£88	£63	£171	£70	£120	£80	£210	£108
25 May-31 May 22 Jun-5 Jul 7 Sep-20 Sep	£90	£69	£174	£85	£122	£92	£214	£125
6 Jul-6 Sep	£92	£85	£180	£100	£125	£105	£220	£140

Prices include all airport taxes and are per person in a twin-bedded room.
Single room supplement **Hotel A £1.00** *per night* **Hotel B £2.00** *per night*
Supplement for full board: *Hotel A: Bed and breakfast only; full board not available.*
Hotel B: £3.00 per person per day (inc. children).
**Child prices are for a child over 2 years and under 11 years.*
Flights Direct to main airport. Gatwick Depart Mons 09.00 hrs. Return landing Mons 16.30 hrs.
All departures between 20 July and 9 August inclusive. **£6 additional supplement.**

Tick the correct answer

1. a. The most expensive hotel is Hotel A
   Hotel B
   b. The cheapest time to take a holiday is August
   April
   c. Full board is available at Hotel A
   Hotel B
   d. The best rates for children are offered at Hotel A
   Hotel B
2. Make a list of the differences in the two hotels.
3. What do you look for when choosing a holiday?

Do these hotels and holidays appeal to you?

32

Remember
before you start to
write instructions

Get yourself prepared!

a. Make a list of the materials and equipment you will need.

b. Decide on any preparation before you start the task.

c. List, in order, step by step instructions.

d. Read them through carefully to check they are correct.

e. Follow them closely.

Ready?

How to cook a Spanish Omelette

You will need (for each person)

2 eggs	1 tomato
salt and pepper	1 or 2 mushrooms
2 teaspoons water	1 rasher of bacon
1 small onion	60g butter

and small bowl, fork, knife, spoon, chopping board, kitchen scissors, small frying pan,

1

2

3

4

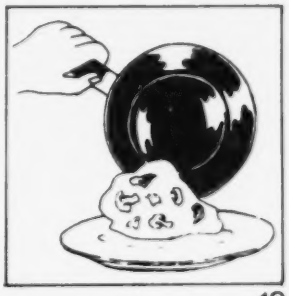
5

6

7

8

9


10

These pictures show the stages of how to make a Spanish Omelette. Write your own instructions to go with each of the ten stages.

Write your instructions for:

* How to make a sandwich.

* How to repot a plant.

* How to spring clean a room in your house or flat.

* How to change a car tyre.

* A member of your family is ill in bed. Write the instructions you would leave for a neighbour who has offered to look after her.

* Write the instructions for your teenage son who is to look after your house for a week whilst you are away on holiday.

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LEEDS CITY COUNCIL DEPARTMENT OF EDUCATION

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